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**Union WELL Inc.
Budget and Finance Committee**

March 3, 2017
WELL Shoreline Room

Minutes

1. The meeting was called to order at 7:28 am, Woldeyohannes
 - a. Members present: Kisanet Woldeyohannes, Carter Sun, Stacy Hayano, Missy Anapolsky, Alyssa Trejo
 - b. Also present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None
3. Approval of Minutes of February 1, 2017 **(MSP: Trejo, Hayano)**
4. 2017-20 Strategic Plan: **(MSP: Anapolsky, Trejo)**
 - a. Olmsted discusses the Union WELL Inc. 2017-2020 strategic plan, the applicable portion of which is included in the handout. This year it will be a long-term, three-year, plan rather than annual. All departments will have project lists that will still update every year. Farrell states that we are currently waiting until our 2-7 comes in for WELL expansion to finalize the WELL's long-range plan. Olmsted then refers to the portion of the strategic plan in the handout. The first page of which lists three Corporate goals, projects and performance measures; and the next three pages list goals, projects and performance measures for Facilities & Administration including Maintenance, Custodial and IT for the entire corporation. Olmsted reviews the goals and projects by department, including a Facilities project of migrating from an old key system in the Union to a new system, which will align with the campus standard system.
 - i. Hayano asks if the key migration project will involve a physical key, or a key fob. Olmsted states that it will be a physical key and notes that we do have fobs but there is still a cut key system as well, involving about 500 keys.
5. 2016-2017 Capital and Plant addition updates and approvals: **(MSP: Hayano, Anapolsky)**
 - a. Farrell refers to the Capital and Plant update in the handout and notes that the items highlighted in pink are new items since the Feb 1st meeting update and that are in need of approval. There are two domestic hot water heaters in the Union that are failing and in need of replacement. This project was going to be in next year's budget, but there is a

concern that they are going to fail and therefore they need to be addressed as soon as possible since we cannot operate food services without hot water in the Union. Next, the electrical panel in the Burger King area is being investigated because the panel is rated for a certain amount of amperage but is currently wired to exceed that amount, which puts it out of compliance with the electrical code. If it is found that the vendor has modified the panel or the wiring, they would be responsible for paying for the repairs and we would be reimbursed per the lease agreement. Currently, we have negotiated with UEI to split the costs of the panel replacement and this amount is for half of the costs. Farrell continues regarding an additional item, which is a workstation refresh project that became necessary due to the failure of the design computers that were not slated for replacement until next year. Lastly, when a large format printer was purchased for Design, it was anticipated that they would need additional software and training, but didn't end up being necessary, resulting in a savings of approximately \$9,600. The next page in the handout summarizes the items requiring approval; in total requesting \$55,853.

i. Question: Anapolsky asks who did the electrical wiring where the Burger King panel is concerned. Olmsted answers that Burger King has been a tenant since 1998, and the owner considers himself a do-it-yourself type. However, nothing is obvious or appears to be anything he did. Farrell says that the intention is to put locking covers on all panels to restrict access, which will require the tenants to coordinate work with Union WELL Inc. for inspections and repairs. Olmsted adds that tenants cannot do any wiring per UEI contract with vendor.

1. Hayano asks if the work will affect all vendors in the area, or just Burger King. Olmsted confirms that only Burger King will be effected.

6. 2016-2017 Year End Projections: Information

a. Farrell recaps Year End Projection (YEP) for the group. She notes that every department and every general ledger has been included in a spreadsheet in the back of the handout. This cross-spread is used to generate the YEP summary and has been included in the handout in case there are any questions or if anyone wants to see a detailed breakdown. Farrell then refers to the summary and explains the layout; first column is approved budget, middle is YEP, last column variance is at the end. The group has been updated with variance reports at prior meetings; many variances have not changed and were recapped at the 2/1 meeting. Farrell then states, unless someone opposes, she will not review variances that haven't changed since the 2/1 meeting again. All agree that reviewing the unchanged variances in detail again is not necessary. Farrell then reviews the line items with new variances and discusses variance notes. Overall, the variance is almost \$1,000,000, with an estimated \$1,600,000 anticipated as a surplus.

i. Hayano asks about the Union expansion, and if tearing down part of building will increase air conditioning cost. Olmsted replies that they built new temporary walls on all three floors; everything is sealed and everything on the other side of the walls has been stripped and ducting has been capped off.

7. The meeting was adjourned at 8:27am

Respectfully submitted:

Kisari Waldychans
Name

04-05-17
Date